



CITY OF BOSTON, MASSACHUSETTS
Office of Arts, Tourism & Special Events
Thomas M. Menino

Boston Art Commissioners

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Summary of Boston Art Commission Guidelines for Public Art in Boston

- The Boston Art Commission (“BAC”), established in 1890, is the oldest municipal art commission in the United States.
- It exercises legal authority to approve and site permanent public art on property owned by the City of Boston, and affiliated agencies.
- It preserves, protects, and maintains all monuments, paintings, statues, fountains, and memorials on or within City property.
- The BAC consists of four commissioners who each represent a Boston cultural institution.
- BAC meetings are held on the second Tuesday of every month.

Step 1

If applying for funding support from the City of Boston, the community group or agency proposing the public artwork (the “proponent”) should submit an application for planning funds to the Edward Ingersoll Browne Fund “Browne Fund”, a Trust of the City of Boston. A copy of the application is sent to the BAC. Planning funds are used to support **Phase 1: Planning and Artist Selection**. Deadlines for applications to the Browne Fund are September 15 and March 15.

Step 2

Once planning funds are awarded under Step 1 or if the applicant has alternate funds available to undertake an artists’ selection process, the BAC staff and the proponent schedule an informational meeting. The BAC provides detailed information about the approval process and suggests options for retaining a required BAC-approved advisor to facilitate planning the artist selection process.

Step 3

The proponent should proceed with Planning and Artist Selection. A BAC-approved advisor is hired, and the selection process is determined. Opportunities are provided for community feedback regarding finalists’ proposals. From a group of finalists (three minimum), one artist is selected.

Step 4

After the artist is selected, the proponent and artist should submit a preliminary design concept and meet with the BAC. The BAC and representatives from relevant city departments provide feedback on the design as it relates to city codes and permits. Completed materials must be received by the BAC two weeks prior to the meeting to accommodate this process.

Step 5

If the proponent is seeking Phase II: Implementation and Fabrication funds from the Browne Fund, an application should be submitted at this time. A copy of the application is sent to the BAC. Deadlines for applications to the Browne Fund are September 15 and March 15.

Step 6

The artist should develop the final design and work with a conservator to develop a maintenance plan. During design development, meetings are scheduled with the BAC-appointed project manager and other City department representatives as needed. The BAC provides an approved list of conservators.

Step 7

The artist should present the final application to the BAC for approval. After the design has been finalized and reviewed by a conservator, a complete application should be sent to the BAC. Completed application materials must be received by the BAC two weeks prior to the meeting.

Step 8

In undertaking fabrication of the artwork, the artist should file interim reports with the Commission. Any changes to the design after the final approval must be reviewed by the BAC prior to fabrication and installation.

Step 9

Once the artwork is installed, a Documentation Record should be submitted by the artist. This completes the contract and the work is formally accessioned into the City's collection.

The Mayor's Office of Arts, Tourism & Special Events is responsible for advancing the arts, tourism and culture in the City of Boston by providing advocacy, support, promotional and technical assistance, and by producing special events and public celebrations that reflect the City's rich diversity.